

**BY ORDER OF THE COMMANDER
482D FIGHTER WING**

482D FIGHTER WING INSTRUCTION 21-111

20 JUNE 2011



Maintenance

**WEEKLY/MONTHLY/QUARTERLY
SCHEDULES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Colonel Gerald F. Micheletti)

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This Fighter Wing Instruction (FWI) assigns responsibilities, directs action and prescribes procedures for notifying and identifying agencies and the products they are responsible for providing the 482d Maintenance Group (482 MXG), 482d Maintenance Operations Flight/Plans Scheduling and Documentation (PS&D (482 MOF/MXOOC) office to include in the Weekly/Monthly/Quarterly schedules. It incorporates procedures from Air Force Instruction (AFI) 21-101, Air Force Reserve Command Supplement 1 (AFRC Sup 1), *Aircraft and Equipment Maintenance Management*. Commanders and supervisors are responsible for ensuring personnel comply with the provisions of this instruction. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847 (AF Form 847), *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>.

1. General:

- 1.1. The following agencies are required to provide a monthly schedule of maintenance, inspections and /or other requirements or request for the month, IAW AFI 21-101, chapter 7:
- 1.2. Avionics Flight: Off-equipment maintenance, scheduled Time Compliance Technical Orders and other required inspections.
- 1.3. Munitions Flight: Loading or configuration requirements and ammunition changes.

- 1.4. Propulsion Flight: 6 month engine removal schedule and in-shop inspections.
- 1.5. Aerospace Ground Equipment (AGE) Flight: On and Off-equipment maintenance.
- 1.6. Petroleum Oil and Lubrication, (POL) requirements.
- 1.7. Supply requirements.
- 1.8. Food service requirements.
- 1.9. Fire department requirements.
- 1.10. Security requirements.
- 1.11. Civil Engineer requirements.
- 1.12. Airfield operations.
- 1.13. Random Anti-Terrorism Measure (RAM) requirements.
- 1.14. Weapons Load Training, (WLT) schedule.
- 1.15. Shift change letter.
- 1.16. Monthly calendar from Operations.
- 1.17. Monthly aircraft inspections.
- 1.18. AF Form 2406, *Maintenance Preplan*.
- 1.19. AF Form 2402, *Weekly Equipment Utilization and Maintenance Schedule*.
- 1.20. Other special requirements.

2. Operations Squadron (OS).

2.1. Officer No later than two workdays before the weekly scheduling meeting, the Operations Squadron (OS) operations officer shall give maintenance supervision the following information (as required):

- 2.1.1. Aircraft takeoff and landing times.
- 2.1.2. Configuration requirements.
- 2.1.3. Munitions requirements.
- 2.1.4. Fuel loads.
- 2.1.5. Special or peculiar mission support requirements
- 2.1.6. Alert requirements.
- 2.1.7. Exercise vulnerability.
- 2.1.8. Deployments.
- 2.1.9. Off-base sorties.
- 2.1.10. On equipment training requirements.
- 2.1.11. Other special requirements.

3. Procedures:

3.1. PS&D shall publish the listed information in the monthly schedule which shall be distributed five days prior to the 1st of the month. All agencies are required to provide the requested information for the following month no later than the 15th of each month.

DONALD R. LINDBERG, Col, USAFR
Commander, 482 Fighter Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-101, AFRC SUP 1, *Aircraft and Equipment Maintenance Management*. 13 January 2011

AFMAN 33-363, *Management of Records*

<https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>

Adopted Forms

AF Form 673, *Air Force Publication/Form Action Request*

AF Form 2406, *Maintenance Preplan*

AF Form 2402, *Weekly Equipment Utilization and Maintenance Schedule*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFRC—Air Force Reserve Command

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AGE—Aerospace Ground Equipment

CC—Commander

e-Publishing—the e-publishing website (www.e-publishing.af.mil)

FW—Fighter Wing

FWI—Fighter Wing Instruction

MXG/CC—Maintenance Group Commander

MXS—Maintenance Squadron

OPR—Office of Primary Responsibility

PS&D—Plans, Scheduling and Documentation

RAM—Random Anti-Terrorism Measure

RDS—Records Disposition Schedule

USAF—United States Air Force

WLT—Weapons Load training